



**2023-24 PARENT HANDBOOK  
CHILD DEVELOPMENT CENTER  
CONCORD NEIGHBORHOOD CENTER**

# ABOUT CONCORD NEIGHBORHOOD CENTER

Concord Neighborhood Center was founded by Southside neighbors in 1875 and has been serving the Southside of Indianapolis ever since. We offer five core programs in support of the mission: Early Childhood Education, Youth Development, Family Social Services, Older Adult Enrichment and Healthcare Coordination. We also offer a variety of special events, classes, and extra-curricular activities to support residents across the life spectrum.



## MISSION STATEMENT

To provide opportunities that advance the education, health, well-being, and independence for Southside families.

## CONTACT INFORMATION

Concord Center Association Inc d/b/a Concord Neighborhood Center is located at:  
1310 S. Meridian Street, Indianapolis IN 46225 | Main Phone: 317.637.4376  
Fax: 317.637.4380 | Website: [concordindy.org](http://concordindy.org)

Hours of Operation 6a to 6p M-F  
Concord is a tax exempt, 501(c)3 organization. EIN: 35-0817149

## PEOPLE YOU SHOULD KNOW

**EXECUTIVE DIRECTOR:** Niki Lynn Girls: [niki@concordindy.org](mailto:niki@concordindy.org) or x: 2111

**DEPUTY DIRECTOR:** Cill Flanary: [cflanary@concordindy.org](mailto:cflanary@concordindy.org) or x: 2117

**DIRECTOR OF EARLY CHILDHOOD DEVELOPMENT:** Scott Moore: [smoore@concordindy.org](mailto:smoore@concordindy.org) or x: 2135

**LEAD TEACHERS:** Briana McIntyre and Vicki Henderson

**ASSISTANT TEACHERS:** Rose Bonwell, Sonia Negrete, Meledin Neri, Deserae Orozco and Morgan Wisley

## ADMISSION POLICY

Concord Child Development Center admits students of any race, color, disability, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, disability, national and ethnic origin, or sex, in administration of its educational policies, admission policies and other school administration programs.

## MISSION AND VISION

Concord Child Development Center provides exemplary childcare for the diverse population of students, and families. For children, the center provides a learning atmosphere that fosters physical, social, emotional, and cognitive development.

As a model and integral component of the Indianapolis community, the Center provides:

1. A facility where parents can collaborate areas of early childhood development and family issues.
2. A resource where parents can broaden their knowledge of parenting, early childhood, and family matters.

As a comprehensive childcare center, the Concord Child Development Center serves as a standard for quality, center-based childcare in Indianapolis, central Indiana, and the State.

## CENTER PHILOSOPHY AND GOALS

We believe that children learn through play, concrete experiences, and interactions with the environment, their peers, and adults. Using individual, small, and whole group activities, plus a variety of experiences, we encourage children to develop to their full potential.

This includes high self-esteem, respect for others property, self-sufficiency, and helpfulness at home and in their community. It is the teacher's role to develop activities and curriculum goals that:

- Promote the development of independence and self-discipline.
- Encourage and foster the development of positive self-esteem and confidence.
- To create an environment in which children, individually, feel free to participate.
- as individuals, and yet maintain a social give and take for relationship with peers.
- Promote the development of motor, cognitive, and creative skills in literacy and language development, math, science, art, and social studies.
- Promote the development of sound health and nutrition practices.
- Promote positive communication skills.
- Promote positive social skills and an appreciation of cultural diversity.

## PROGRAM

Concord's child development program offers full-time childcare and early learning for children ages 3 to five years (non-kindergarten).

# SPECIAL NEEDS POLICY

Concord Child Development Center accepts children with special needs and will make reasonable adaptations to ensure full inclusion of the children in everyday routines and activities. Guidance about recommended adaptations and any procedures necessary to ensure the children's health, safety and inclusion will be solicited from the child's family and medical and/or educational services currently providing services for the child and their family. A release of information must be signed by a parent before consultation with any services or individuals other than family occurs. Within one week of enrollment a special care plan and emergency information plan will be completed with the child's family. All staff that has contact with the child with special needs will receive training to facilitate inclusion.

## STAFF RATIOS:

Concord follows the state guidelines for staff/child ratios, which are as follows:

Age of Child	Staff	Students	Max Class Size
3 Years	1	10	20
4 Years	1	12	24
5 Years	1	15	30

## STAFF SUPERVISION AND SAFETY REQUIREMENTS, POLICIES & PROCEDURES

The Child Development Program staff offer a diversity of life experiences, interests, and strengths. Lead and assistant teachers are responsible for planning and providing programming.

**LEAD TEACHERS:** Have an Associate or Bachelor's degree in Early Childhood Development or a related field, or they have obtained their CDA and have at least two years of child care experience.

**ASSISTANT TEACHERS:** Have a high school diploma or GED and a CDA.

At Concord, lead teachers receive one hour of paid planning time on Wednesdays of each week. Planning time is done in collaboration with one another, and teachers use books and online resources to plan for upcoming lessons. Although a variety of information can be used, Concord primarily uses *The Creative Curriculum for Preschool* which is a "comprehensive, researched-based, and research-proven" curriculum. If teachers need additional planning time, they are encouraged to continue planning during naptime on additional days.

Assistant Teachers work under the guidance of the Lead Teachers to ensure continuity of curriculum goals for the children in care as well as following health and safety policies.

All staff members are required to undergo a criminal history check, a drug screening, and a TB test before employment. After that time, each staff person must complete 30 hours of staff training during

their first year of employment and then 24 hours every year thereafter. All staff must also maintain valid CPP and First Aid certifications.

## **STAFF POLICIES & PROCEDURES**

**POLICY:** Daycare personnel will adhere to the Indiana Rules for Licensing Child Care Centers as developed and enforced by the Indiana Family & Social Service Administration.

### **PROCEDURES:**

**STAFF:** Our childcare staff is trained and certified in working with young children through an assessment by the CDA National Credentialing Program. Each has been awarded the Child Development Associate (CDA) Credential. Those staff members who do not have a CDA Credential are working toward getting one. All staff members continuously upgrade their education through workshops, conferences, independent study and researching topics of interest.

**STUDENTS:** From time to time, the Center will have Social Work or Early Childhood Education practicum students who will be working at Concord for a semester. They will engage with our children and do activities to gain experience. They are screened through the Child Abuse Registry and have a criminal record check done prior to engaging with our children. Practicum students are left alone with the children. Because practicum students are unpaid, they are not included in the staff to child ratios.

**VOLUNTEERS AND AIDES:** Volunteers and aides are always welcome at our Center to assist teachers in the classroom and on field trips. They will work under the direction of the Director, the Lead Teachers, and Assistant Teachers, but their requirements and responsibilities will vary with the situation. Volunteers/aides will also be responsible for documenting their time with us. Volunteers must be at least 16 years of age, while aides must be 18 years of age. Aides can be counted in child: staff ratio, but volunteers are not. Neither aides nor volunteers are left alone with the children.

**SUBSTITUTES:** Qualified substitute childcare staff will be called in when regular staff are away in order to maintain the staff to child ratios required by Indiana licensing. Substitute staff members are trained and certified in the same way as regular staff members. They are CDA-certified and maintain valid CPR and First Aid certifications. Many are retired teachers and therefore, have experience working with children. Substitute teachers are regularly scheduled to work so that they are familiar with, and to, our students and their personalities. Substitute staff member work under direct supervision of an employed teacher.

## **THE FACILITY**

The Concord Child Development Center is located on the south side of Indianapolis. A core program of Concord Neighborhood Center, it serves children and families that live, work, or play in the area bordered by Washington Street on the north, Thompson on the south, I-65 on the east and White River Parkway on the west. The Child Development Center is housed in its own modular building, consisting of two classrooms, which ensures optimal safety and age-appropriate programming.

# THE CURRICULUM

Our curriculum is *The Creative Curriculum for Preschool*, which is an award-winning curriculum for preschool success. Comprising *The Foundation*, five research-based volumes that provide the knowledge base of the curriculum, and the *Daily Resources*, which offer step-by-step guidance in the form of teaching guides and additional daily teaching tools, *The Creative Curriculum for Preschool* is fully aligned with the Head Start Child Development and Early Learning Framework as well as applicable state early learning standards. Using exploration and discovery as a way of learning, *The Creative Curriculum for Preschool* enables children to develop confidence, creativity, and lifelong critical thinking skills.

## DAILY ACTIVITIES

*A regular day in our Early Learning Program occurs as follows:*

**ARRIVAL** As the children arrive, they have a chance to choose an activity. They can engage in free play or participate in a simple, self-directed activity.

**BREAKFAST** Children can eat a healthy breakfast if they choose. If not, they may go to the centers and engage in activities.

**CENTER ACTIVITIES** The children work in small groups on pre-math, pre-reading, writing, and fine motor skills. Art, computer, science, sensory, and cooking activities are offered at this time. The centers are divided between the two classrooms with half of the centers in each room. Children will participate in the center activities during the morning time, trade rooms after lunch, and participate in the center activities in the other room after quiet time and snack. Activities planned at the centers will be supervised and facilitated by the classroom teachers and assistant teachers.

**CIRCLE TIME** This time includes children's literature read aloud by the teacher, songs, and finger plays that go along with our themes.

**LUNCH** The children are served a healthy lunch. Important social skills and table manners are practiced during this time.

**QUIET TIME** Children lie down on cots with a pillow and blanket and rest. The children do not have to go to sleep but can if they want to. This is a time to allow the children to wind down and relax.

**SNACK TIME** Children are served a healthy snack and allowed to socialize with one another.

### **MOVEMENT-GROSS MOTOR PLAY**

Children will go outside, weather permitting, to play on the equipment in the outdoor play area. Organized group activities will focus on skills, such as throwing, catching, running, jumping, hopping, etc.

**FREE CHOICE ACTIVITIES** Children engage in free play or participate in a simple, self-directed activity until picked up to go home.

## ENROLLMENT

The Center maintains a waiting list and fills the classes from this list. When enrolling your child, please make us aware of any special needs that your child may have so that we may address these needs appropriately. Any special requirements for your child should be clearly defined in writing and given to us. An up-to-date health record must be on file for your child to attend the Center. Licensing requires a physical examination dated no earlier than 12 months prior to enrollment date. If your child

has not had a recent physical, you will need to schedule one prior to enrollment, and provide this information for our records. The health record must be completed and signed by a physician or nurse practitioner dated no earlier than 12 months prior to the child's first day. A current and complete record of immunization history showing month, day, and year of each immunization is also required. A registration form, a school lunch meal form, a school lunch enrollment form, an emergency and student release form and a child's profile form must be completed, and all fees paid before the child may attend.

## HOURS OF OPERATION

The Center is open Monday through Friday from 6:00 a.m. to 6:00 p.m.

The Center will be closed in observance of the following:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (and the day after)
- Christmas Day

## TUITION AND OTHER FEES

Weekly tuition fees are due on Monday for that week. You may also pay the Friday before. You are responsible for all your fees. Fees can be paid by cash, check, credit card, or money order made payable to the Concord Center.

**FAILURE TO PAY ON TIME MAY RESULT IN YOUR CHILD LOSING HIS OR HER CLASSROOM SEAT.**

If a child is discharged from our program or withdrawn by the parent, and that parent has an account credit (positive balance), we will provide a refund.

## SUPERVISION OF CHILDREN

We ensure that all children are adequately supervised. Our supervision includes maintaining minimum child to caregiver ratios. The director will ensure that ratios are adjusted to always maintain the levels of supervision and care, which may include adjusting teachers' schedules or calling in substitutes if needed. There will be two staff members present at any given time during operational hours. We maintain supervision by making sure we can always see and hear all children. During nap/rest time, there will be at least one caregiver supervising the children throughout the entire rest period. When children use the bathroom, a caregiver always supervises the bathroom. When children are in a large group, such as outside on the playground, during off-site activities, on a field trip, or participating in a special mixed group activity, supervision and protection will be maintained. Staff makes use of successful transition strategies throughout the day. Attendance is taken multiple times throughout the day to ensure supervision and safety. Attendance is recorded when the children arrive to daycare, changing classrooms, going outdoors, and coming indoors, several times on field trips, and during emergency drills. All staff are certified in infant and child CPR.

# FIELD TRIPS

We try to provide field trips for the children during the year. When your child's class is scheduled for a field trip, we will place a permission slip by the sign in book. Information about the trip will be at the top of the slip followed by all of the children's names with a blank line next to each name. You must sign your name next to your child's name or your child will not be able to attend. During the field trips, children wear tags with their name, Center name, address, and phone number. First aid kits are taken on all trips and attending staff members are trained in basic first aid. Staff members have immediate access to a telephone in case of an emergency. All available staff and any volunteers present that day will assist with the supervision of the children during a scheduled field trip. All staff/child ratios will be maintained on the bus and at the field trip location. Parents are always welcome to join us on field trips. Please let the Director or your child's teacher know if you wish to help.

# CHILD ABUSE REPORTING

Indiana state law requires that anyone suspecting child abuse or neglect must report to the proper authorities the suspicion. We, as a center, must and will abide by this law. We will report any suspected incident of abuse or neglect by a family member or employee. We will not question the child involved and will cooperate with the appropriate agencies that investigate. It is not our desire to lay blame or accuse, but to protect the child. Should any staff member be found guilty in any investigation of abusing or neglecting a child, they will be immediately terminated once the proper authorities have made the determination.

# BAD WEATHER OR OTHER CLOSINGS

It is sometimes necessary for us to close due to inclement weather or other unforeseen events. We will report any closures via social media and our text messaging service. Please be sure we have updated contact information for you and any other/emergency contact, and that you have "opted-in" to receive text messages from the Center.

# WHAT TO BRING

Our classrooms are equipped with toys, games, and materials appropriate for young children. Please do not send your child(ren) with money, toys, games, jewelry, trinkets, etc. There may be times that the teachers will ask for items to be brought in from home. You will be notified about this in advance.

All children will engage in messy activities and may have accidents. Please make sure that your child has **TWO LABELED, COMPLETE CHANGES OF CLOTHING** in a hanging plastic bag. The extra clothing should consist of two pair of underwear, two pair of socks, a short sleeved-shirt and shorts, and a long-sleeved shirt and pants. Please leave the bag hanging in your child's cubby at all times. If your child has an accident, please take the dirty clothes home, and bring in a clean replacement outfit.

All children should bring a **SMALL BLANKET AND A SMALL PILLOW** to use during naptime. These items should fit in the bottom compartment of your child's cubby. **Please be sure to take the blanket home at the end of the week, wash it, and bring it back at the beginning of the following week.**

Each child will **need A BOOK BAG** to transport notes, information, and projects home safely. Please empty your child's book bag each evening so you will get any notes or receipts that are in there



for you. Also be sure to go over any papers or projects that your child made that day with your child. This will help you know what we are talking about at school. Your child should bring a backpack every day.

## THE DROP-OFF AND PICK-UP PROCESS

Our drop-off and pick-up procedures are designed to keep children safe. Any adult who will be picking up your child must be listed on the registration and/or student release form in the child's file.

**DURING DROP-OFF:** children must be walked into the building and signed-in by an adult. The sign-in book is in the west classroom, on the desk by the door. Upon drop-off, the adult must sign his/her name and note the arrival time next to the child's name. The adult should be sure that an adult staff person is present in the classroom and is aware of the child's presence before departing.

A CHILD SHOULD NEVER BE DROPPED OFF IN BACK OF THE BUILDING, LEFT AT THE FRONT DOOR, OR IN THE PARKING LOT TO FIND HIS OR HER OWN WAY INTO THE CENTER. IN ADDITION, A CHILD MUST NEVER BE LEFT IN AN UNATTENDED ROOM IN THE CENTER.

Children must arrive no later than 9:30 a.m. We must have our attendance finished by this time so that we can turn in the lunch count for the day. Anyone arriving after 9:30 a.m. will not be able to stay. If your child has an appointment and will be late, you must let us know before 9:30 a.m.

**DURING PICK-UP:** Children may only be picked-up by an authorized adult. The authorized adult must sign his/her name next to the child's name and note the time of pick-up.

For safety reasons, please do not send older siblings to pick up and sign out your child. We will not release your child to an older sibling unless they are 18 years of age or older and we have written permission. In addition, we will not release your child to anyone without prior written authorization or to those not listed on the enrollment form. Please inform your child's teacher that someone else will be picking up your child. We may ask for identification of anyone picking-up your child for the first time, or if they are unfamiliar, even if they are listed on the release form and/or you have provided your permission. This is for your child's safety.

## EMERGENCY AND CHILD RELEASE INFORMATION

Each parent will be given a Concord Child Development Center Emergency and Student Release Form at the time of enrollment. On this form, any person that is authorized to pick up your child must be listed. We will release your child only to those persons listed on the form. We will **NOT** release any child to anyone whose name is not on the form. If you wish for a person other than yourself or someone listed on the form to pick up your child, you must notify the Center. The Center will ask any person other than yourself who picks up your child to provide photo identification. All persons picking up the child will need to sign their full name and list a time of the departure of the child as required by licensing. If you need to make any changes, you must complete a new form.

Fathers/mothers listed on the child's birth certificate may NOT be denied access to the children unless a current, signed court order is in our file stating specifically that the father/mother can NOT pick up or be near the child.

For the safety of your child, the phone numbers you give to us to use must be kept current. This information is also used in case of accident or illness. We need to always be able to contact someone who can be responsible for your child. Please keep all phone numbers current including home and work numbers. This information is used only for school business and is kept confidential.

Children will **NOT** be released to any person who smells of alcohol or drugs or who in any way appears to be intoxicated or impaired. For the safety of the child, we will require someone else to sign and be responsible for the pickup of the child. Any person who we feel is impaired or intoxicated and removes the child without permission will be immediately reported to the proper authorities.

Your child may be discharged if we are unable to contact you or someone on your list because of incorrect contact information.

## PARENT POLICIES

The following policies are required by Indiana state law for any center that accepts CCDF as well as center licensing regulations. All parents, visitors, and staff are required to abide by these rules:

- The possession (concealed or otherwise) of any firearms or ammunition on the premises is strictly prohibited.
- The use, possession, or being under the influence of alcohol on the premises is strictly prohibited. If anyone shows signs of being impaired by alcohol while on our premises or in our facility, they will be asked to leave immediately.
- The use, sale, purchase, transfer, possession, or being under the influence of any illegal drug/substance or a legal drug/substance used in an illegal manner on the premises is strictly prohibited. Anyone believed to be under the influence will be removed from the premises.
- Smoking is not permitted in any part of the building including restrooms, staff areas, or the playground at any time.

## LATE PICK UP

The Concord Child Development Center closes promptly at 6:00p.m. Arrangements should be made for your child to be picked up by this time. Beginning at 6:01p.m, late fees will be assessed to any family whose child has not been picked up, regardless of the reason. A late pick-up form must be signed by the person who picks up the child, with the time, date, and the child's name.

### Fees will be assessed as follows:

	<u>One Child</u>	<u>Two or More Children</u>
6:01-6:15 p.m.	\$10.00	\$15.00
6:16-6:30 p.m.	\$25.00	\$30.00
6:30-6:59 p.m.	\$50.00	\$60.00
After 7:00 p.m.	\$1.00 per minute late	\$1.50 per minute late

### After three occurrences of lateness, fees will be assessed as follows:

	<u>One Child</u>	<u>Two or More Children</u>
6:01-6:15 p.m.	\$50.00	\$75.00
6:16-6:30 p.m.	\$100.00	\$125.00
6:30-6:59 p.m.	\$150.00	\$200.00
After 7:00 p.m.	\$20.00 per minute late	\$25.00 per minute late

All late fees must be paid in full before the child may return to school.

## WITHDRAWAL POLICY

If you find it necessary to withdraw your child from our program, please notify us two weeks in advance, in writing. This includes those children who are leaving to attend Kindergarten. Concord must be aware of your child's last day.

## COMMUNICATION AND NEWS

Each child needs a bookbag and must bring it every day. This is our way to send notes and important information home to you. It is also where children put their papers and projects daily so that you can see what they are working on at school. All children will also have their own cubby in which to keep their bookbags, extra clothes, pillows, blankets, and schoolwork. Please take a minute to check your child's cubby at pick-up time and to empty your child's bookbag each evening at home. Additional general information will be included in a monthly newsletter that we will send home with each child and will post on the bulletin boards in each classroom. We will also communicate any time-sensitive information, such as unexpected closures, via our text messaging system.

We ask that you notify us of any changes at home that could affect your child's behavior at school.



This will allow us to better accommodate each child's needs. Personal matters, medical concerns, or any other private information concerning your child will be shared only with people who work with your child and those who need to know.

Should one of your child's teachers need to discuss anything with you, he or she will speak to you in person here at school or by phone. Likewise, if you have questions or concerns, please do not hesitate to talk with us at drop-off time, pick-up time or contact us by phone. Problems or questions concerning your child should be addressed to the teachers or the Child Care Director. We need your input and concerns brought to our attention to provide the best care possible. We welcome your input as we cannot respond to your concerns if you do not share them with us. It is important that all concerns be handled in a professional and confidential manner. Concerns about any teacher or other

children should only be discussed with the Child Care Director.

## **OPEN DOOR POLICY/UNSCHEDULED VISITS**

Parents or guardians of children in the Concord Child Development Center are welcome to drop by unannounced at any time during the hours their children are in care. Concord believes that children, providers, and parents do best when everyone participates in the development of the child. Concord Child Development Center abides by provider eligibility standards that are set by federal, state, and local government.

## **PARENTAL INVOLVEMENT**

Concord Child Development Center understands parental involvement is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their learning, both at home and at school. To support parents as partners, we encourage families to be involved in their child's educational process. We teach diversity, equity, and inclusion throughout our program, and this presents opportunities for each child to learn from those whose life experiences differ from their own. Ways in which families can participate and contribute to their child's experiences include volunteering and helping with classroom activities, helping with classroom parties and events, learning opportunities for families such as workshops and trainings, family social events, parent-teacher conferences, graduation, program surveys, parent meetings, sharing their culture, sharing a talent or a job, helping with a field trip or contributing to the curriculum. Please talk to the Director or your child's teacher about ways you would like to be involved.

## **ANNUAL PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held yearly towards the end of the school year, usually in April. Additional flyers or information will be sent out closer to that time. We encourage all parents to make their appointment to talk to their child's teacher and to check on the progress of their child. Special conferences may be scheduled at any time of the year if a parent has a concern.

## **ANNUAL DIRECTOR, STAFF AND PARENT PROGRAM EVALUATION**

The Director, staff and families will evaluate the Child Development Program annually to see what is working and what is not. We will look at the current curriculum and activities to see if the specific needs of the children are being met. The results and any recommendations will be written down and discussed with the Board Program Committee and necessary changes will be made.

## **SAFETY POLICIES**

The Center has established the following precautions to help ensure your child's safety:

- No child will ever be left alone or unsupervised.
- Emergency exit plans are posted in each room.
- Monthly fire drills are held during which staff members lead children to the nearest fire exit and take attendance.
- Tornado drills are held in season.

- During times of emergency, all staff will remain at the Center until the danger passes.
- During the field trips, children wear tags with their names, Center name, address, and phone number. First aid kits are taken on all trips and attending staff members are trained in basic first aid.
- Staff members have immediate access to a telephone in case of an emergency.
- Each staff member is familiar with emergency evacuation plans for weather and fire alerts. Procedures for these events are posted in the classroom and are included in this handbook.

## **HAND WASHING POLICY (HAND WASHING 101 FOR LICENSED CHILD CARE CENTERS)**

Proper and frequent hand washing is the easiest and most effective way to prevent the spread of illness and disease in childcare. Indiana state licensing regulations require that childcare providers and the children in their care wash their hands before and after certain duties and activities.

### **STAFF MUST WASH HANDS BEFORE AND AFTER:**

- Preparing meals and snacks;
- Eating;
- Wiping noses;
- After handling bodily fluids;
- Coughing into hands.

### **CHILDREN MUST WASH HANDS BEFORE AND AFTER:**

- Assisting with meal and snack preparation;
- Eating;
- After handling bodily fluids;
- Coughing into hands.

Indiana state law covers the hand washing basics, but there are numerous other instances when hand washing is recommended for health and safety purposes. It is recommended that staff and children wash hands:

- Before and after touching contaminated surfaces. A surface is contaminated if there is reason to believe that the surface has been or could be exposed to contaminants;
- After taking out the trash;
- After coming in from the outdoors;
- Upon arriving at the childcare center and before leaving;
- After sensory play involving sand, water, etc.;
- It is also recommended that staff wash hands before and after administering medication.

The “proper” procedure is the hand washing process that has been proven most effective at eliminating germs. **STAFF AND CHILDREN MUST WASH HANDS USING THE PROPER PROCEDURE:**

1. Wet hands under running water.
2. Use plenty of soap to make a good lather.
3. Keep fingers pointed toward the drain.
4. Scrub fronts and backs of hands.
5. Remember to wash wrists, scrub around fingernails and rings.
6. Scrub between fingers.
7. Scrub for at least 20 seconds (singing the ABC Song at a moderate speed).
8. Rinse well with running water.
9. Dry hands with a clean disposable towel or wall-mounted drying device.

Using the proper procedure and washing hands frequently can prevent the spread of the common cold, flu, and food borne illness as well as many other germs. Children mimic behavior, so staff who wash their hands using the proper procedure at the appropriate times are setting a great example for the children in their care.

## **CLASSROOM MANAGEMENT**

The center's staff uses a variety of methods of guidance to teach rather than punish. The goal of guidance is to help the child develop positive behaviors and problem-solving skills that result in them making good choices and respecting others and property. To that end, guidance is handled through a variety of means; the teachers and staff individualize their responses to the child's behavior in relation to the child and situation. Behavior is guided through positive methods, giving praise and special attention for pro-social behaviors, and by the planned environment with variety of developmentally appropriate activities from which the child can choose.

When guiding a child, the staff explains why the behavior was unacceptable, and the logical consequences of it. This approach encourages children to be in control of their behavior and make "good" choices because they want to and because they understand why it is necessary, not because they are forced. When this approach is used consistently, negative behavior can usually be redirected with simple reminders and explanations from the adult.

If an action is deliberate or harmful to property or others, the child will be redirected to a choice made by the teacher. Repeated unacceptable behavior will result in the child being separated from the group and sent to the thinking table where he/she can think of a better choice to make than the choice he/she previously made. Before allowing the child to return to the group, the child will tell the teacher what better choice he/she has come up with to replace the unacceptable choice. The teacher may call a conference with you if no progress is made toward changing unacceptable behaviors. Conversely, if you have any concerns about your child and/or the center's approach, please don't hesitate to contact your child's teacher. By working cooperatively with you, strategies can be developed that meet your child's individual needs. With parental permission, the center may contact an outside party to assist, or the child may be referred for evaluation.

## **SUSPENSION AND EXPULSION POLICY**

- (a) Limitations on suspension (1) Concord Child Development Center (CCDC) must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
- (2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
- (3) Before CCDC determines whether a temporary suspension is necessary, CCDC must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.
- (4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
  - (i) Continuing to engage with the parents and a mental health consultant and continuing to utilize appropriate community resources.
  - (ii) Developing a written plan to document the action and supports needed.

- (iii) Providing services that include home visits; and,
- (iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.
- (b) Prohibition on expulsion. (1) A program cannot expel or unenroll a child from Concord Child Development Center because of a child's behavior.
- (2) When a child exhibits persistent and serious challenging behaviors, a CCDC must explore all possible steps and document all steps taken to address such problems and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program because of disability, and consulting with the parents and the child's teacher, and:
- (i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the CCDC must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,
- (ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.
- (3) If, after CCDC has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, CCDC, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

## HEALTH REQUIREMENTS

### ILLNESS

The Board of Health and licensing regulations DO NOT allow for children to be sent to school or remain at school if they are ill.

**The guidelines for removal from the center are as follows:**

- fever of 101 degrees or more;
- cold with fever, respiratory infection;
- vomiting – one or more episodes;
- diarrhea – two or more episodes;
- parasitic conditions (i.e., lice, scabies, ringworm, or pinworm);
- communicable and/or contagious diseases (i.e., chicken pox, scarlet fever, measles;
- pink eye, mumps, rashes, etc.)

If a child does become ill at the daycare, the parents or emergency contact will be notified immediately, and the child will be placed on a cot in the room away from the other children and will be looked after until an authorized adult comes to pick the child up. If your child is absent due to a communicable illness or disease, your child may return only with a physician's note indicating that he or she is no longer contagious, or after having been treated for a full 24 hours, or after being symptom free for 24 hours.

### ACCIDENTS

We make every attempt to watch for and prevent situations that are potentially dangerous to the child; however, accidents do happen. If they do, the teacher will complete an accident report that will be placed in the student's file, and they will also send you a note letting you know what happened. If the accident is critical, we will immediately notify you and take your child to the emergency room at Eskenazi Hospital for treatment or another hospital per your instructions.

## **MEDICATION**

If your child needs to take any medication during school hours, licensing regulations require that you do the following:

- Complete a *Child's Medication Form* (we cannot accept a note).
- The bottom of the form will be filled out when a dose is given to your child, including: date, name of medication, prescription number or doctor's name on order, amount given, time given and staff member's name who is administering the medication.
- The medicine **MUST** be in the original bottle or packaging (as in the case of asthma medication), must be prescription, and must not be outdated. Information on the medication, including possible side effects, must be included with the medication. We cannot give non-prescription medicine such as baby aspirin, Tylenol, cough syrup, etc. unless it is accompanied by a doctor's statement. A doctor's statement is also required if your doctor gives you a 'sample' as a prescription.
- If possible, you should arrange the schedule of medication, so the school gives the medication as few times as possible.
- An outdated medication not picked up by the parent will be discarded immediately by the center.
- All medication must be stored in a locked container or if refrigerated, in a specially marked refrigerator. At no time should a parent place medication in the child's cubby or bookbag. This includes asthma medication and accompanying liquids. Asthma machines may be kept in the child's cubby but must be clearly labeled.

## **LICE POLICY**

If a child is discovered to have lice:

- The child will be immediately excluded from the classroom;
- Parents will be notified to pick up their children and be given a copy of their responsibilities for treating lice, and all the children's items will be sent home for cleaning;
- All other children within the classroom or with whom the child would have had contact with will be checked;
- The classroom will be immediately cleaned and sanitized. All play and doll clothes, stuffed animals or any toy that cannot be immersed or sanitized with bleach solution will be placed in a plastic bag for 10 days. All items that can be washed will be laundered.

The child should be able to return in 24 hours after receiving the treatment if it is successful, meaning that there are NO LIVE LICE AND NITS. A staff person must check the child before being readmission. If the child still has live lice or nits, he or she will not be permitted to stay and will not be able to return until the treat is successful.

Children, who continue to be infested after the 2nd exclusion, will be required to have a doctor's or health department statement that their child is totally clear of all signs of head lice and all nits before being readmitted to school.



## HYGIENE

The center schedule shall include provisions for supervised personal hygiene, washing hands before and after meals, and washing hands after using the toilet facilities for the children. Caregivers shall change wet or soiled clothing promptly. Each child shall have a supply of clean clothing available for this purpose.

Caregivers who handle and serve food shall thoroughly wash their hands with soap and warm running water and use disposable towels from a dispenser for drying. Hand sanitizers shall not be used in place of hand washings. Hand washing shall be done before starting work, washed as often as necessary to keep them clean, and after eating, drinking, or using the toilet. Caregivers shall wash their hands before and after each childcare duty including serving food, wiping noses, and assisting children with the toilet. Caregivers serving food must wear clean, disposable garments (aprons) and gloves while serving food. They must also have effective hair restraint that keeps hair back and covered.

Both children and staff shall follow the *Hand Washing 101 Licensed Child Care Centers* recommended times for washing hands and will follow the proper procedure for hand washing as stated in this document (page 13).

## SANITATION

Staff shall take the following steps to maintain the childcare center:

1. Clean the childcare center daily.
2. Keep the childcare center in a sanitary condition at all times.
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
4. Wash all soiled items prior to sanitation.

Staff shall not do major cleaning, except for spills after meals and art projects, while children are present in the area being cleaned. Staff shall keep exit areas clear of equipment, debris, and other objects at all times. The center shall keep all interior garbage, food products, and disposable meal service supplies in tight seamed, easily cleanable trash containers and cover them with tight fitting lids pending removal. Staff shall remove all garbage and refuse within the childcare center daily to an outside tightly covered trash receptacle that will not permit the transmission of disease or provide harborage for insects, rodents, or other pests. Staff shall clean trash containers when soiled.

## PETS AND ANIMAL POLICY

Concord Child Development Center will only choose pets or animals that are easy to care for, have a good temperament with children, pose a small health risk, and are the right appropriateness for young children.

### PROCEDURE AND PRACTICES, INCLUDING RESPONSIBLE PERSON(S):

- Animals will be properly cared for (clean water, food, clean cages, and immunized). Staff will be assigned duties to maintain the pets.
- Animals, their cages, and any other equipment will not be allowed in the food prep area.
- Children will be closely supervised when handling pets.

- Children with an allergy response to animals will be accommodated.
- Children and adults will wash hands after handling or feeding animals.
- Children will not clean cages or have access to animal waste. Staff will wash hands after cleaning animal cages/equipment.
- Birds of the parrot family that carry psittacosis, a respiratory illness, as well as reptiles and amphibians that typically carry salmonella, a bacterium that can cause serious disease in humans, will NOT be permitted.
- Parents will be notified in writing when pets will be on premises, including the type of pet.

### **WHEN THE POLICY APPLIES:**

- This policy applies whenever pets are included in the childcare program. Currently, Concord Child Development Center does not house any pets or animals permanently.

## **FOOD**

Each day we serve nutritious meals and snacks prepared by kitchen staff. Our menus are posted on the classroom bulletin boards for your convenience. Occasionally, the teacher may add to or substitute the snack with an item the children help prepare as part of the lesson that day. If you have questions about the menu or what was served, do not hesitate to ask your child's teacher. While we cannot meet each child's individual preferences, the Center offers a variety of foods which are pleasing to most children and meet the nutritional guidelines set forth by the State Board of Health for childcare centers. Special arrangements may be made for children with religious customs or dietary restrictions. Please discuss these when enrolling with your child's teacher so we can honor such requests. We are required to serve what is posted on the menu unless we have a physician's order to alter the menu for medical or health reasons. All such requests are kept on file.

Concord Child Development Center provides meal service according to the requirements of the Bureau of Child Development, the Indiana State Board of Health, and the USDA. Our menus are based on their guidelines and reviewed by these sources for nutritional content and compliance. Menus are posted on the classroom bulletin boards, outside the kitchen, and in the office.

We cannot allow any food that we do not prepare into the building due to State Board of Health regulations. You will be asked to remove the child from the building or throw the food away if you bring a child in with food. Please allow your child to finish any drinks or snacks or breakfast in your car before they arrive in the building. We do allow birthday parties, but all cakes and other goodies must be store-bought, in the original packages and unopened. Such parties must be arranged with the Lead Teacher in your child's area.

<b>A.M. SNACK:</b>	<b>6:30 A.M. - ALL AGES DAILY</b>
<b>BREAKFAST:</b>	<b>9:00 A.M. - ALL AGES DAILY</b>
<b>LUNCH:</b>	<b>11:30 A.M. - ALL AGES DAILY</b>
<b>P.M. SNACK:</b>	<b>2:00 P.M. - ALL AGES DAILY</b>

Food served by the Center cannot be taken out of the Center. Children are not to bring extra food, candy, gum, etc. with them to school. Such items will be put in the child's cubby and sent home. No homemade items can be served. All children love to celebrate their birthdays, and we encourage them.

However, we also ask that you keep the celebration simple and bring items like a cake, cupcakes, or cookies. When extras, like balloons and party favors, are brought, it sets up expectations for parties that many families cannot financially afford. If you want to do more for your child, please do this privately in your own home.

## **SPECIAL DIETS/SUBSTITUTIONS**

If for any reason your child cannot eat or drink any item on the posted menus, you must submit a doctor's statement with the specific food item, reason for the substitution and the substitutions that can be made even if this change is only for one day. This includes Pedialyte and like substitutes. You may be required to supply alternative meal items for special diets.

## **NO NUT POLICY**

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Concord Child Development Center does not serve or allow peanuts/tree nuts and/or foods containing peanut/tree nut products on Concord property. Nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction not only from consuming nuts or nut products, such as peanut butter or almond butter, but from simply smelling nuts on someone's breath, or touching nut oil residue left on a countertop. Since Concord Child Development Center is a nut free environment, parents need to be aware when bringing in food items for parties, birthdays, etc. that the food items do not contain nuts, nut oil or any nut products.

## **FEDERAL FOOD PROGRAM**

This program participates in the USDA Food Program. We receive a reimbursement based on the number of meals/snacks we serve. We will ask you to fill out some forms when you enroll. Please return these forms even if you do not qualify. This reimbursement helps us meet our budget and indirectly affects our tuition rates.

## **TOILETING POLICY AND BATHROOM USE**

All children aged three or older must be completely toilet-trained before they may be enrolled. This is a State regulation for us with the type of building that we have. We understand that any child may have an accident, but repeated toileting accidents cannot be allowed. Any child that we feel is having excessive accidents (three or more) will be discharged from our program.

### **YOU CAN HELP BY DOING THE FOLLOWING:**

- Pull-ups are considered diapers by the licensing regulations and your child is not allowed to wear pull-ups when they are considered potty trained.
- Do NOT send your child to school if they have diarrhea or other severe toileting problems.
- If your child has a medical condition that may cause excessive use of the bathroom, please let the teachers know. A doctor's statement may also be required.
- Each class has scheduled restroom times in which all children are taken to the restroom. To use the restroom at other times, your child need only ask the teachers.
- No child in our building may wear pull-ups, diapers, or rubber pants.
- All children must be able to wipe themselves after using the bathroom. Staff is not allowed to wipe children. If your child needs help wiping, then he or she will be considered not trained by the State, and we will not be able to enroll him or her until he or she is able to wipe without assistance.
- Only staff members will be supervising the bathroom when children are in there.

# CLOTHING

Your child should be dressed in play clothes that are appropriate for play and the outside weather. We will go outside daily. Because a wide variety of activities take place at our center, we recommend clothes that are comfortable and allow for freedom of movement and some dirt. All articles of clothing **MUST** be labeled in some way to be easily recognizable by the parent and teacher.

Your child's safety is of great concern, and therefore, we ask that you send your child in a sturdy shoe that supports his or her foot properly and protects the toes. Sneakers with socks are best. Open-toed sandals are not permitted as they cause a tripping hazard on our play equipment and do not protect the toes. Clogs, slip-on shoes, or other styles that can easily come off are also discouraged for similar reasons.

If your child does forget to wear or bring an article of clothing home, please send a note to the teachers describing the item and where the child's identification is located on the article of clothing. The teacher will send the item home or send you a note explaining where it is.

We also require that you send two complete, labeled changes of clothing in a labeled sack so we may keep it here in case of an accident. The two sets should include 2 pair of underwear, 2 pair of socks, a short-sleeved shirt and shorts, and a long-sleeved shirt and long pants. This is a licensing requirement, and your child can be denied admittance for failure to supply appropriate clothing as requested.

Concord Child Development Center will not be responsible for any article of clothing or property lost or stolen.

# OUTSIDE PLAY

The licensing regulations require your child to go outside every day (including winter). Please dress your child accordingly (hats, gloves, boots, etc.). If the weather is severe (temperature below 25 F or wind chill below 25 F) the children will not go out.

All children are required to participate in outside activities. We can accept a note to leave your child inside for three days only if requested. If your child must stay inside for longer than three days, we must have a doctor's statement stating the medical condition that



causes the child to need to stay inside and the exact dates this action is effective and any connections that may apply.

## **QUIET TIME**

We are required to provide a “quiet time” for all the children. Quiet time is from 12:00 p.m. - 2:00 p.m. During this time, the children lie down on cots and are to be quiet. Children are not required to sleep nor are we allowed to make them sleep. Your help in preparing your child for this time is appreciated.

Every child is required to have his/her own pillow and blanket, which he or she must bring from home. The pillow and blanket must be labeled with the child’s name and left in the child’s cubby. Blankets are to be laundered weekly on Friday and returned on Monday. Please do not bring sleeping bags or big pillows, as we are unable to store them properly.

## **INSURANCE**

Concord Center Association, Inc. (Concord Child Development Center) retains business insurance coverage. The Concord finance committee, prior to the business insurance being bound on 1 July each year, reviews the insurance coverage and potential vendors annually. Included in the coverage is “general liability” for \$1,000,000.00. A certificate of insurance can be provided for any interested party.

## **CONFIDENTIALITY**

All information provided to the school regarding enrollment is considered confidential information and cannot and will not be shared. Only those persons with a direct need to know will be informed. Staff members may not discuss with you any other child, parent, or staff member in any way. If you have a problem, concern, or need information, please contact the Director.

## **ATTENDANCE POLICY**

The Concord Child Development Center is an educational facility. Activities are scheduled to reinforce the skills necessary for your child to achieve his/her potential. Daily Attendance is required. Parents will be charged by the week regardless of how many days the child attends. While we want and need to be respectful of families varying schedules, extended illnesses, vacations, etc., one cannot remain in a full-time space and not use it. Because others are waiting for a full time slot, attendance is monitored. All children **MUST** attend a minimum of 4 days per week. Failure to do so will result in your child being discharged from our program.

If you are on the CCDF voucher, a state mandated attendance policy is in effect. If you are enrolled full time, your child **MUST** attend a minimum of 4 days per week. If your child fails to meet this requirement, you must use personal days. You are allowed only 20 personal days per year. Failure to check in and out daily and to use your personal days for absences will result in your child being discharged from our program.

Excessive absenteeism of any child will result in termination of that child from our program.

Any child who is absent for two weeks without the center being notified will be terminated from our program.

## **TERMINATION OF SERVICES**

Your child may be discharged from our program for any of the following reasons:

### **A. ATTENDANCE**

- failure to report absences;
- excessive absenteeism;
- failure to properly sign your child in and out;
- excessive lateness (after 9:30 AM).

### **B. NON - PAYMENT OF FEES**

- failure to abide by the Tuition Policy;
- failure to pay late fees;

### **C. AGENCY POLICIES AND PROCEDURES (MAY INCLUDE BUT IS NOT LIMITED TO):**

- failure to abide by policies in the Parent Handbook;
- failure to return any required enrollment or student record material as sent by the school by the required date.

### **D. INABILITY TO FUNCTION WITHIN THE CENTER**

- if the interaction of the parent and the school results in a situation where the parent will not cooperate with the school in what is believed to be in the best interest of the child, the child may be discharged;
- parents who show abusive behavior (including swearing) directed at any staff member, other parent, other children, or their own children;
- excessive (3 or more) bathroom accidents (wetting or soiling oneself).

**POLICY: CONCORD WILL PROHIBIT THE USE OF SUSPENSION AND WILL NOT EXPEL OR WITHDRAW A CHILD FROM THE PROGRAM DUE TO CHILD'S BEHAVIOR.**

## **STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE THE CENTER**

Staff may not be alone with children they meet through Concord Child Development Center outside of the center. This includes babysitting, sleepovers and inviting children to staff member's homes unless one of the following conditions exist:

- Staff and child's family or guardian has a relationship that predates the commencement of the staff member's employment or volunteering at Concord Child Development.
- Staff and the child's family or guardian has a relationship that predates the child's enrollment with Concord Child Development.
- Staff and the child, the child's family or the child's guardian is related.

# PEST CONTROL POLICY

Concord Child Development Center assures all families that certified pesticide exterminators treat the center monthly. A gel is used and placed in areas out of the reach of the children to present no health hazards.

# GENERAL POLICY INFORMATION

Concord Child Development Center reserves the right to change fees, provisions of this handbook and operating practices at any time, without notice.

While Concord Child Development Center provides a rich and stimulating educational program, the Center cannot and does not warrant nor guarantee that children will achieve certain levels of academic skills or educational proficiency.

Concord Child Development Center participates in the Child and Adult Care Food Program. No child will be discriminated against because of race, color, national origin, sex, age, or handicap. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

# SUMMARY OF PARENT RESPONSIBILITIES

1. Completing all forms for enrollment and registration and paying all fees.
2. Keeping emergency telephone numbers and other information current.
3. Informing Center staff of late arrival or pick-up, vacation, and illness.
4. Informing the Center by 8:30 a.m. if your child will not be present for the day.
5. Picking up your child's naptime blanket and pillow on Friday for cleaning and returning it on Monday.
6. Checking for notices in your child's locker each day.
7. Correctly signing your child in and out each day.
8. Providing the Center with a complete change of clothing for your child.
9. Making sure payments are made each week and that your balance is current.
10. Keeping communication lines between parents and the Center open to avoid problems and misunderstandings concerning your child.

# PARENT COMPLAINT PROCEDURES

Any person who feels that he/she has been discriminated against or treated unfairly regarding services provided through Concord Center and who wishes to file a complaint may take the following steps:

- The client should bring the complaint to the attention of the supervisor or manager of the program involved in the complaint within three (3) days of the alleged incident. The program supervisor or manager will meet with the client as soon as it is convenient for both parties, but within three (3) working days, to resolve the issue informally.
- The staff person should review the complaint and his or her response with the Executive Director/Deputy Director. The ED/DD may take any action he or she feels is necessary to document or further investigate the situation.
- If the client is not satisfied with the response of the program staff, he or she may request, in writing, a further review by the Concord Program Committee. Such a written request must

include the date of the incident, the name of agency staff persons involved in the incident and a complete description of the incident and the reason the initial response is considered unsatisfactory. The Concord Program Committee will respond in writing within five (5) working days regarding action being taken to address the complaint. The Concord Program Committee decision will be communicated to the client in writing. The written complaint of the recipient and the Concord Program Committee response will become part of the file.

- If the recipient is not satisfied with the response from the Concord Program Committee, he or she may submit a written request to the Center Board President for a review by the Center Board. The Board President may appoint a board member or members to conduct such a review on behalf of the board. A written response to the client will be provided within five (5) working days of the review. The written complaint of the recipient and the Center Board's response will become part of the file. The second review by the Board President and the second committee will finalize all appeals and review. The date signature of the Board President on the complaint case file will constitute the termination of the complaint.
- If a client contacts the funder and/or some other governing agency directly regarding a complaint, the call will be handled by the ED/DD. The ED/DD will inform the client of Concord Center's complaint procedures and a copy of the procedures mailed to them should this be requested by the person making the complaint. The ED/DD are responsible for reporting all written complaints to the Concord Board of Directors.

The following persons can explain the complaint procedures and your rights and responsibilities in filing a complaint:

Executive Director, Niki Lynn Girls  
Concord Center Association, Inc.  
1310 S. Meridian Street  
Indianapolis, IN 46225  
(317) 637-4376 ext. 2111  
e-mail: niki@concordindy.org

Deputy Director, Priscilla Flanary  
Concord Center Association, Inc.  
1310 S. Meridian Street  
Indianapolis, IN 46225  
(317) 637-4376 ext. 2117  
e-mail: cflanary@concordindy.org

## **EMERGENCY PREPAREDNESS & EVACUATION PLAN**

### **FIRE EMERGENCY**

1. Fire drills will be held monthly. All fire drills will be documented in the fire drill log which will be kept available at the facility.
2. Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded.
3. NOTE: The electrical fire alarm in this building is not monitored by the fire department. It is strictly a local alarm only. The fire department must be summoned by telephone.
4. Upon hearing the fire alarm, staff members will immediately react as follows:

All children will be instructed to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.



The Assistant Teachers of the classes will immediately take the children, along with the daily attendance log, out through the closest approved exit. Our designated meeting place will be in the yard, directly in front of the daycare building approximately 50-feet from the deck.

If it becomes necessary to move farther away due to excessive heat, fire department activities or any other reason, all children will be moved further north around the hill and into the main building of Concord. Again, all children must be instructed to form a single file line and hold hands with the child immediately in front and the child immediately behind.

Once at the designated meeting place, the Assistant Teachers will instruct the children to sit down quietly and proceed to take roll using the daily attendance log. If any child is unaccounted for, the fire department personnel must be advised of this immediately upon their arrival. **DO NOT LEAVE THE REST OF THE CHILDREN UNATTENDED FOR ANY REASON. RE-ENTERING A BURNING BUILDING IS STRONGLY DISCOURAGED.**

The Assistant Teachers will reassure the children and make every effort to maintain good composure at all times.

All Assistant Teachers and staff will be informed once all children have been accounted for. Do not separate the children. Keep them all together and stay with them at all times. Do not release children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

**Director:** Will immediately call 911 and report the fire.

**Our exact address is:**

Concord Center, 1310 S. Meridian St., Indianapolis, IN

Telephone: 317-637-4376 ext. 36 or 37

Nearest cross street is Morris St.

We are located on the west side of Meridian Street, just north of Brehob Electric.

After contacting the fire department, the Director will assist the Lead Teacher in checking the facility for any children that might have hidden or have been inadvertently left behind.

Quickly search in bathrooms, closets, room corners, under tables, in and around cubbies, anywhere where a scared child might have hidden. Once the facility has been checked or conditions warrant your immediate evacuation, proceed to the designated meeting place, and assist the assistant teachers in keeping all children reassured, calm and quiet.

**Lead Teacher:** Will immediately begin a systematic search of the facility.

Quickly search in bathrooms, closets, room corners, under tables, in and around cubbies, anywhere where a scared child might have hidden. Once the facility has been checked or conditions warrant your immediate evacuation, proceed to the designated meeting place, and assist the assistant teachers in keeping all children reassured, calm and quiet.

## **PROCEDURES FOR CONDUCTING A FIRE DRILL**

1. Inform the staff in advance. The Center Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and the Center will be evacuated.
  - a. Children proceed immediately with their teacher to the outside-designated area.
  - b. Teachers will count their children and take attendance sheets, emergency information, and cell phones with them.
  - c. The Center Director or designee checks bathrooms, closets, and “hiding places” for “lost children” and for possible sources of smoke or fire during a real alarm.
  - d. The Center Director retrieves the official daily sign-in sheet.
4. Time the drill. The Center Director times how long it took to vacate the building
5. Verify accurate recount of all persons. The Center Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. The Center Director or designee gives approval to reenter
7. Document the completed fire drill. The Center Director completes written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate building. Fire drills will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

## **TORNADO**

This facility takes every potential emergency situation very seriously. These procedures have been established and must be adhered to in every instance of tornado watches or tornado warnings. All staff members must become familiar with these procedures. Tornado drills must be held at least once per month during the tornado season.

In accordance with the instructions of our local Civil Defense authorities, we have devised this plan and designated the safest location within our building in the event of a tornado emergency.

## **TORNADO WATCH**

Upon learning of a tornado watch in the area, the Director will immediately turn on the radio to a local weather station. The weather conditions will be monitored until such time as the facility is closed and all children have left with their parents, or the weather watch is canceled.

## **TORNADO WARNING**

Should weather conditions deteriorate and a tornado warning is issued, the Director will immediately initiate the following procedures, which must be followed without delay.

The Director will announce to the teachers that a tornado warning has been issued.

Teachers and assistant teachers will immediately react as follows:

The teachers will instruct all children to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.

The Assistant Teachers will take all of the children, and the daily attendance log, to the main Concord building and down into the gym. Once in the gym, the children will be instructed to sit down along the walls of the corridors and the north and south walls of the gym with their legs crossed. They will be

instructed to keep calm and quiet while the Assistant Teachers take roll. The children will remain in the corridors and along the gym walls until such time as the tornado warning is canceled.

Do not separate the children. Keep them all together and stay with them at all times. Do not release the children to anyone other than their parents or other designated guardian as outlined in their enrollment forms.

The Lead Teacher, immediately upon hearing that a tornado warning has been issued, will begin a systematic search of the facility to make certain that all children will go to the designated location. The systematic search of the facility will include bathrooms, closets, under tables, in and around cubbies, etc., where a frightened child might have hidden.

Once the search is completed, or conditions warrant taking immediate shelter, the Lead Teacher will proceed to the gym in the main building and assist the Assistant Teachers in keeping the children reassured, calm and quiet.

The Director will bring the radio to the gym in the main building. The Director will then assist the Lead Teacher and Assistant Teachers in keeping the children reassured, calm and quiet.

## **SERIOUS ACCIDENT OR ILLNESS**

In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed:

The Director will remain with the sick or injured child. Emergency first aid is to be administered as necessary:

- A. Ensure and maintain an open airway.
- B. Control any bleeding with direct pressure.
- C. Ensure proper circulation as necessary (CPR).

Reassure the child and keep him or her calm and quiet until the emergency medical personnel take over the child's care.

**The Lead Teacher:** Will immediately call 911 and report the emergency.

Concord Center, 1310 S. Meridian St., Indianapolis, IN

Telephone: 317-637-4376 ext. 2136 or 2137

Nearest cross street is Morris St.

We are located on the west side of Meridian Street, just north of Brehob Electric.

Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child must be immediately notified. (See child's enrollment form for proper emergency contacts and telephone numbers). If conditions do not warrant immediate notification of emergency personnel, the parents will be contacted immediately and notified of the situation.

It will be the responsibility of the Lead Teacher to make certain that all emergency medical personnel are properly directed to the injured or sick child.

If the Director has to accompany the child to the hospital, the Lead Teacher will remain in charge of the facility and will assist the assistant teachers with the remaining children until the Director can return.

**Assistant Teachers:** It will be the responsibility of the Assistant Teachers to stay with the remaining children, reassure them, and keep them occupied until the teacher can return.

## **BUILDING EMERGENCY**

In the event of a building emergency, such as power outage, busted water pipe, heating unit failure, etc., we will proceed as we do in the event of a tornado warning.

The Teachers will instruct all children to keep quiet and form a single file line, holding hands with the child immediately in front and the child immediately behind.

The Lead Teacher and Assistant Teachers will take all of the children, and the daily attendance log, to the main Concord building and down into the gym. Once in the gym, the children will be instructed to keep calm and quiet while the Assistant Teachers take roll.

The Lead Teacher will take out materials and set up learning centers for the children to play at while the Assistant Teachers are taking roll. Once that all of the children have been accounted for, they will be allowed to go to the learning centers.

The Director will get the Emergency Forms and take them to the main Concord building. Once there, the Director and the Lead Teacher, after setting up the learning centers, will call the emergency contact for each child, and inform them of the situation and tell them to come and pick up their child at the main Concord building.

## **CHEMICAL SPILLS**

Chemical Spill incidents may occur in nearby factories or as a result of road accidents involving vehicles carrying toxic or hazardous chemicals. Information regarding such incidents will be notified by the Indianapolis Metropolitan Police Department and/or the Concord Center Executive Director and Deputy Director. In the event of chemical spill incidents external to the Center, the Child Care Director shall initiate the following response actions in addition to the response team responsibilities.

1. All the children shall be gathered inside the facility in their normal rooms. Access in and out of the facility should be limited to emergency personnel only.
2. Ensure all Concord Child Development Center staff and children are in the building (outside playground areas are empty).
3. If needed, shut off all HVAC systems to isolate the outside air from the building.
4. Post signs on doors to notify parents that they are unable to enter until the "All Clear" is given by Emergency Personnel.
5. Child Care Director shall contact the Executive and Deputy Directors for timely updates if possible.
6. Remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.
7. Follow all instructions given by IMPD and/or Executive and Deputy Directors.
8. Should evacuation of the daycare center be indicated, the Child Care Director or a designee shall go out and make sure the evacuation route and meeting point are safe.

9. Child Care Director shall request the Executive and Deputy Directors for appropriate support.
10. Also refer to the Building Emergency Section above.

## **BOMB THREAT OR SUSPICIOUS ARTICLE/MESSAGE**

Calls of a threatening nature are required to be recorded as accurately as possible and reported to the police. Depending on the nature of the call, immediate action shall be taken to protect lives and property, including evacuation. A threat to personal safety shall never be discounted as a hoax.

In the event of a bomb threat or suspicious article or message, the following response actions shall be initiated in addition to the response team responsibilities.

1. Record threatening message carefully with attention to details. If caller ID is operational, record telephone number.
2. Call 911 and notify police immediately.
3. Do not attempt to move a suspicious article, package, or letter.
4. Should evacuation of the daycare center be indicated, the Child Care Director or a designee shall go out and make sure the evacuation route and meeting point are safe.
5. The Child Care Director shall request the Executive and Deputy Directors for appropriate support.
6. Also refer to the Building Emergency Section above.
7. Should a Lock Down Situation be implemented, the following actions shall be initiated:
  - a. All the children shall be gathered together inside the facility in their normal rooms.
  - b. Access in and out of the facility must be limited to emergency personnel only.
  - c. The Child Care Director shall announce "All Cell Phones, Pagers, Radios and/or Walkie Talkies Must Be Turned Off At Once!"
  - d. Ensure all staff and children are in the building (outside playground areas are empty).
  - e. Ensure all doors and windows are closed and secured.
  - f. If needed, shut off all HVAC systems to isolate the outside air from the building.
  - g. Post signs on doors to notify parents that they are unable to enter until the "All Clear" is given by Emergency Personnel.
  - h. The Child Care Director shall contact the Executive and Deputy Directors.
  - i. Remain in the building until notified by emergency response authorities that the situation has been resolved or that an evacuation has been ordered.
  - j. Follow all instructions given by Emergency Personnel.



## Appendix | Table of Common Childhood Illnesses and Infections

Infection/Illness	Sign or Symptom	Cannot Return <i>Until</i>
Fever	Oral temperature of 101F or greater. May be accompanied by behavior changes or other symptoms	24 hours without fever
Symptoms of Severe Illness	Unusual lethargy; irritability; uncontrollable coughing; wheezing	Doctor releases child to return
Uncontrolled Diarrhea	Two or more episodes	24 hours after the diarrhea stops
Vomiting Illness	Two or more episodes in 24 hours	24 hours after vomiting stops and child is not dehydrated or doctor determines illness is not infectious
Mouth sores with drooling	Mouth sores with drooling	Condition is determined not be infectious
Rash	Rash accompanied by fever; behavior change	Condition is determined not to be infections
Conjunctivitis (pink eye)	White or yellow discharge in eye(s) accompanied by eye pain	24 hours after treatment has begun
Head lice, scabies, or other infestation	Presence of eggs or bugs	24 hours after treatment has begun and no lice or eggs are present on scalp
Tuberculosis	Cough, fever, chest pain, coughing up blood	Doctor releases child to return
Impetigo	Rash-blister to honey-colored crusts; lesions occur around mouth, nose, and chin	24 hours after treatment has begun
Strep Throat	Fever, sore throat, throat drainage, and tender lymph nodes	Cessation of fever and 24 hours after antibiotic treatment is begun
Chicken Pox	Sudden onset of slight fever, fatigue, loss of appetite followed by skin eruptions	Six days after eruption of rash or eruption has dried and crusted over
Whooping Cough	Severe, persistent cough	Five days after antibiotic treatment
Mumps	Tender/swollen glands and/or fever	Nine days after the onset of glandular swelling
Ringworm	Red rings, itchy, scaly circles of hair loss on scale, or whitish patches	24 hours after treatment has begun
Pinworm	Grinding of teeth, poor bladder control, scratching of private parts, painful bowel movements, restlessness, irritability	First dosage of prescribed medication
Hepatitis A Virus	Fever, fatigue, loss of appetite	One week after onset of illness or by local health department regulation; immune serum globulin should be administered to staff and children who were exposed
Measles	Rash, high fever, runny nose, red/watery eyes	Six days from onset of rash
Rubella	Mild fever, rash, swollen lymph nodes	Six days from onset of rash
Unspecified Respiratory Illness	Severe illness with cold, croup, pneumonia, and bronchitis	Child feels well enough to participate and is fever free
Shingles	Lesions	Doctor releases child to return and child can wear clothing that covers lesions
Herpes Simplex (1)	Clear, painful blisters	Lesions involving face and lips have no secretion